

Vocational Training and Resource Center

Other Educational and Training Institution

Address

3239 Hospital Drive
Juneau, AK 99801

Phone: 907.463.7375

Toll Free: 800.344.1432

Fax: 907.463.7321

Website

<http://www.vtrc.org>

Email

vtrc@ccthita.org

The Vocational Training and Resource Center (VTRC) postsecondary institution offers a number of vocational and computer related classes.

Education Programs

Agriculture, agriculture operations, and related sciences

Dog Obedience Trainer/Instructor
Pet Grooming

Architecture and related services

Landscaping Technology

Business, management, marketing, and related support service

Accounting Essentials
Administrative Assistant
Advanced Microsoft Access
Advanced Microsoft Excel
Advanced Microsoft Outlook
Advanced Microsoft Word
Bookkeeping
Business Management Essentials
Excel 2013 VBA
Hotel/Restaurant Management
Internet Search Techniques
Introduction to Adobe Acrobat 9.0 Pro
Introduction to Computers & Windows
Introduction to Microsoft Access
Introduction to Microsoft Excel
Introduction to Microsoft Outlook 2010
Introduction to Microsoft Word
Introduction to OneNote 2013
Microsoft Project Complete
QuickBooks for the Beginner to Intermediate User
Small Business Management
Travel/Tourism Specialist

Communications technologies/technicians and support services

Introduction to Adobe InDesign CS5

Computer and information sciences and support services

Adobe Dreamweaver CS5 Complete
Computer Graphic Artist
Custom Classroom
Introduction to Adobe Photoshop CS5
Introduction to Visio Professional
Microsoft PowerPoint Complete
Web Page Designer

Construction trades

Carpenter

Education

Teacher Aide

Engineering technologies and engineering-related fields

Basic Electronics
Drafting with AutoCAD
Electronics Technician
Hazwoper Refresher, Certificate

Hazwoper, 40 Hour, Certificate
Telecommunications Technician

Health professions and related programs

Dental Assistant
Medical Administrative Assistant
Medical Coding and Billing
Medical Transcriptionist
Occupational Therapy Aide
Physical Therapy Aide
Veterinary Assistant

High school/secondary diplomas and certificates

High School Diploma

Mechanic and repair technologies/technicians

Advanced Oil Burner Troubleshooting, Certificate
Auto Repair Technician
Diesel Mechanic/Heavy Truck Maintenance
HVAC Technician
Motorcycle Repair Technician
NORA Gold Certification, Certificate
NORA Silver Certification, Certificate
Oil Burner Maintenance and Troubleshooting, Certificate
PC Maintenance and Repair
Professional Locksmith

Natural resources and conservation

Wildlife/Forestry Conservation

Parks, recreation, leisure, and fitness studies

Certified Personal Trainer

Precision production

Furniture and Cabinet Maker
Gunsmith

Transportation and materials moving

Commercial Drivers License (CDL) Class A Driver Training, Certificate
Flagger Certification, Certificate

Visual and performing arts

Artist: Comprehensive
Dress Making and Design
Jewelry Design and Repair Technician